

# DEPARTMENT OF CORRECTIONS, T#:902TS Statement of Work (SOW), ELECTRONIC HEALTH RECORDS (EHR) Questions and Answers Addendum

1.	<p>Is there an incumbent vendor who is currently, or has previously, been engaged to perform duties similar to the work outlined in this SOW?<b>No, there is not an incumbent vendor who has been engaged to perform duties similar to the work outlined in this SOW.</b></p> <p>If yes, who is the incumbent vendor?</p>
2.	<p>Is there any travel expected for selected vendor resources?<b>Yes, the selected vendor should plan to tour selected correctional facilities to assess the health care clinic environment on location.</b></p>
3.	<p>Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDOC approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?<b>Please refer to the SOW, Response Requirements, page 6, paragraph #4 (cost detail).</b></p>
4.	<p>What is the anticipated daily work schedule for selected vendor resource(s) (8AM - 5PM, Monday thru Friday)?<b>Monday thru Friday (8am to 4:30pm). Holidays are off. Other terms defined during contract discussions.</b></p>
5.	<p>Please confirm MnDOC will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.<b>Yes. Work resources are supplied by DOC.</b></p>
6.	<p>Please confirm that all staff provided by vendor will work 100% in MnDOC offices at 1450 Energy Park Drive, Suite 200 St. Paul, MN 55108-5219, throughout the life of the contract.<b>No. Some travel is required as we anticipate the selected vendor will require a comprehensive view of our medical and behavioral health practices in context of the setting in which these services are provided. 80% of work time, will be at DOC Central Office, however.</b></p>
7.	<p>Does MnDOC have a pre-determined/allocated budget (either hourly billing rate or total project cost) for these positions? <b>Please refer to the SOW, Proposal Submission, page7, paragraph 4, the statement relating to the estimated cost of this contract.</b></p> <p>If yes, can you please share the budgeted amount?</p>
8.	<p>Is MnDOC seeking "Fixed-Price" cost proposals for this SOW?<b>Yes, the DOC is seeking a "Fixed-Price" cost proposal for this SOW.</b></p>
9.	<p>Is it MnDOC's expectation that each vendor resource assigned to this project will have all minimum required skills, or that the vendor resources assigned will collectively meet all required minimum skills?<b>The DOC's expectation is that the selected vendor will provide vendor resources assigned that will at least collectively meet all the required minimum skills.</b></p>
10.	<p>Please confirm that the anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract?<b>Yes. 40 hours per week with weekends and State holidays off is anticipated for the duration of the contract.</b></p>

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	If no, please provide anticipated utilization?
11.	Is it MnDOC's intent to secure resources to perform the tasks outlined in this SOW on a "Staff Augmentations" / "Time and Materials" basis? <b>No. Staff augmentation is not the intent of this SOW. This position is not anticipated to be a permanent addition to Health Service staff, but does provide a key function at this point in our process in that we require specific knowledge and skills not available at this stage of our project. Please refer to the SOW, Response Requirements, page 6, paragraph #4 (cost detail).</b>
12.	With regard to the "Reference" portion of the "Response Requirements", is it MnDOC's expectations that proposals include vendor references or references for submitted consultants? <b>DOC's intent is that references be for vendors. However, if vendor knows who of their staff will be assigned to the project, DOC requests references for individuals, as well.</b>
13.	Will selected vendor resource(s) be required to perform off-hours, on-call support work? <b>On-call support work is not required. However, there may be times due to travel or due to the need to observe various Health Services practices when they occur to adjust schedules to accommodate these observations.</b>
14.	Who will be providing day-to-day project direction to selected resource? <b>Jeff Spies, State Program Admin Manager.</b>  Is this person a MnDOC employee, or a contractor? <b>DOC State employee.</b>
15.	Please confirm that the vendor awarded the contract for delivering a detailed plan for the "defining of those functional needs, writing a Request for Proposal, selecting a vendor, and the implementation of the selected system" will be precluded from participating in the subsequent RFP? <b>Yes, the selected vendor for this SOW will be precluded from participating in the subsequent RFP.</b>
16.	Will selected vendor resources have the ability to work off-site / remotely to perform the duties outlined in this SOW? <b>Yes, the selected vendor resources will have the ability to do occasional work off-site / remotely to perform the duties outlined in this SOW.</b>
17.	Is it MnDOC's expectations that if a vendor is selected for an interview / presentation, that MnDOC will be interviewing submitted consultants or the vendor? <b>It is MnDOC's expectations that if a vendor is selected for an interview / presentation, the vendor will bring all that is necessary to demonstrate its best presentation.</b>
18.	If interviews / presentations are expected for consultants or vendors, is it MnDOC's expectations that this will take place on-site at MnDOC? <b>If interviews / presentations are expected for responders, is it likely that this will take place on-site at MnDOC 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108. If interviewing DOC Staff, providers, or perspective product vendors, then these could take place at various sites.</b>
19.	Please confirm the exact number of resources MnDOC is expecting vendor to provide. <b>Refer to the SOW 902TS EHR ,page 3, "Responsibilities Expected of the Selected Vendor", first bullet, Vendor Staffing.</b>

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20.	Where are the primary subject matter experts located? <b>Primary subject matter experts are located in various programs at various facilities throughout the state.</b>
21.	Are facilitated group sessions acceptable? If so, is there a limit to how frequently they could meet; or time limits on the length of a meeting? <b>Group sessions are acceptable. Meeting times are set by contractor and Project Manager based on needs of the project.</b>
22.	Can you give an estimate of how many business processes there would be or functional areas? <b>We currently have 8 teams working to define our business processes. Estimation of the number of processes is not possible at this stage, but it is safe to say that there are many.</b>
23.	How many work groups are there and how far along are they in their work? <b>8 groups are currently working. While they are at various stages of their intended work, they are all in the beginning stages of this project. At this point, only one group is nearing completion of tasks assigned.</b>
24.	What is the division of responsibilities between the DOC Project management and what is expected from the Vendor project management? <b>Project management skills and duties are included in the expectations of selected vendor, however overall project responsibility and direction remains with the DOC. The DOC Project Manager provides oversight to the entire project. Vendor is subject matter expert in the area of EHR procurement for large health care organizations. Vendor technically gets direction from DOC Project Manager, but as a content expert, has great influence and leeway in terms of the direction of the project.</b>
25.	Is the vendor expected to manage the entire project budget, or just the vendor's portion of the budget? <b>No. Project management for the project, including budget, will be provided by DOC Behavioral Health Project Manager. Refer to question number 24 for more information.</b>
26.	Is training of users on the new system in or out of scope to be done by vendor? <b>Out of scope. We do not intend to be that far along in the process by the end of this contract period.</b>
27.	Will the consultant be expected to work with the vendor after customization/development through rollout to the users? <b>Not under the terms of this contract. We do not anticipate being at an implantation stage by the end of this contract.</b>
28.	Is this replacing an existing system(s) or totally new functionality? <b>New functionality. DOC does not currently have an integrated and interoperable EHR.</b>
29.	Must the consultant work on-site? Can some of the work be done off-site? <b>Refer to question number 16.</b>

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30.	Are you planning for the assignment to be full-time starting April 23 and continuing until the end of the project? <b>Yes.</b>
31.	Is experience with EHR's a required or desired skill? EHR experience is listed under Desired Skills, but under "Project Deliverables", it sounds like a required skill, "Project consultant must have familiarity with the EHR procurement process for large, multi-site, multi-program health care operations." <b>"Experience with EHR" is a desired skill. However, knowledge of the procurement process of EHR for a large health care organization, while not technically a requirement, is highly desired.</b>
32.	Has the Department of Corrections been working with any outside consulting resources on this project? <b>Yes. In 2011, we engaged the consulting firm Berry, Dunn from Maine to assist in detailing and defining our business need.</b>
33.	Does the DOC have any prefer that candidates have experience with a particular type of EHR software (i.e., experience with EPIC, Allscripts, McKesson, etc.)? <b>No EHR vendor candidates are preferred except those that can demonstrate the ability to customize their product to meet the needs of DOC Health Services business practices. We have not been in discussion with any one EHR vendor.</b>
34.	Will the consultant be required to travel to DOC locations across the state? <b>Yes, refer to question number 2.</b> If so, will expenses for travel to those locations be covered by the DOC? <b>No, the selected vendor will be responsible for the costs of rental, meals, lodging, mileage, air fare, and all other related travel expenses relating to the selected vendor duties as stated in this SOW.</b>